

# ***HOW TO ADDRESS THE CITY COUNCIL***

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## **To Address Council On An Agenda Item**

Speaker forms are available in the Council Chambers prior to each meeting. Fill out a speaker slip "In Favor" or "In Opposition" to the **RECOMMENDATION** listed **first on the Docket for the subject item**, and submit the form to the City Clerk. Speakers will be called by name to address the City Council when the item is heard. **Time allotted to each speaker is determined by the Chair and, in general, is limited to three (3) minutes**; moreover, collective testimony by those who support or oppose an item shall be limited to no more than fifteen (15) minutes **total per side**.

Members of the public wishing to address the Council must submit a "Request to Speak" form to the City Clerk prior to the agenda item being called. Please note that "Request to Speak" forms will **not** be accepted once the item is called. Since some items may be taken quickly, or added to the "Consent Agenda," speaker slips on any item should be submitted at the **beginning** of each Council meeting.

## **To Address Council On Non-Agenda Comment**

On Tuesday time is reserved on the agenda for "Non-Agenda Comment." This provides members of the public an opportunity to address the Council on any matter of interest **not** scheduled on the agenda. Subject matter must be within the Council's jurisdiction. Time allotted to each speaker is determined by the Chair, however, comments are limited to no more than three (3) minutes **total per subject**, regardless of the number of those wishing to speak. Pursuant to open meeting laws, no discussion or action, other than a referral, shall be taken by Council on any issue brought forth under "Non-Agenda Comment." Members of the public wishing to address the Council under "Non-Agenda Comment" must submit a "Request to Speak" form prior to the meeting.

## **To Address An Item Listed On The Consent Agenda**

To expedite the Council meeting, a "Consent Agenda" is formed at the beginning of the meeting. Consent items are noted on the docket with an asterisk (\*). Items on the Consent Agenda are dispensed with by a single motion. Members of the public may cause an item to be "pulled" from the Consent Agenda by submitting a "Request to Speak" form prior to the meeting. The item will then be discussed separately and public testimony taken later in the day.

## **To Request A "Continuance"**

Members of the public may request that the hearing of an item be postponed or rescheduled by submitting prior to the meeting a "Request to Speak" form and asking that the matter be "continued." The decision whether to continue the matter is at the Council's discretion. (Please note: If the item is listed on the docket as a Noticed Hearing, requests for continuances will only be taken at the time of the scheduled hearing.)

## **Public Comment via The Internet**

To express interest or comment about an item to be discussed by the City Council in an upcoming meeting via the Internet, complete the Public Comment Form on the Website for the Council docket at this address: <http://clerkdoc.sannet.gov/Website/city-docket>